



## Head of School Application

Our school exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. Your interest in being a part of such a ministry at Cornerstone Christian Academy is appreciated. We invite you to fill out this application and return it to our school office. We will contact your references; if we have continued interest in your candidacy, we will send you some follow-up questions and arrange for a personal interview.

We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

### A. Applicant's Name and Address

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Application date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date available \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Current address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Days ( \_\_\_\_\_ ) \_\_\_\_\_ Evenings ( \_\_\_\_\_ ) \_\_\_\_\_

Cell phone ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail \_\_\_\_\_

Best time to call? \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

Permanent address and phone number if different from current address \_\_\_\_\_

\_\_\_\_\_

Please list any additional addresses where you have resided at any time during the past five years: \_\_\_\_\_  
\_\_\_\_\_

**B. Christian Background**

**On a separate paper in your own handwriting, briefly give your Christian testimony.**

Please carefully read our statement of faith and indicate your degree of support.

- I fully support the statement as written, without mental reservations.
- I support the statement except for any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a conviction.

Do you have any additional doctrines or convictions not a part of the statement of faith that we should be aware of?  Yes  No If yes, please write out on a separate page.

Do you believe the Bible to be the *only* inspired and infallible Word of God, our final authority in all matters of faith, truth, and conduct?  Yes  No

What is your denominational preference? \_\_\_\_\_  
\_\_\_\_\_

What is your current local church affiliation?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you currently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

In what church activities and/or services are you involved and with what degree of regularity?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To what extent do you believe you should become involved in the ministries of the sponsoring church or the church you are attending? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your routine of personal Bible study and prayer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any books or articles that you have read recently that have helped you to grow spiritually:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. Professional Qualifications**

**Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.**

What degree, or degrees, do you hold?

Degree	Issuing institution

What were your majors?  
\_\_\_\_\_

Your minors?  
\_\_\_\_\_

Cumulative grade point average: bachelor's degree \_\_\_\_\_ graduate work \_\_\_\_\_

Total  semester units or  quarter units *after* date of bachelor's degree

Are you still in school?  Yes  No If yes, where? \_\_\_\_\_

How many courses are you currently taking? \_\_\_\_\_ Number of credits? \_\_\_\_\_

What is the course of study? \_\_\_\_\_

Do you speak any foreign languages?  Yes  No If yes, which language? \_\_\_\_\_

Can you read it? \_\_\_\_\_ Write it? \_\_\_\_\_

Sequentially list your administrative/teaching experience with most recent first:

School name	Position	Dates

To what degree are you familiar with various Christian or secular textbook series? \_\_\_\_\_

\_\_\_\_\_

Please list any textbook series preferences you have: \_\_\_\_\_

\_\_\_\_\_

Are you capable of teaching a Bible class?  Yes  No If yes, what would be your subject preferences? \_\_\_\_\_

\_\_\_\_\_

Please list activities or sports that you would be capable and willing to direct, sponsor, or coach (indicate grade or ability levels): \_\_\_\_\_

\_\_\_\_\_

List any other educational advantages that you have had, including opportunities for travel:

\_\_\_\_\_

\_\_\_\_\_

List any books or articles that you have read recently that have helped you grow professionally:

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Do you have an ACSI teacher's or administrator's certificate?

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What level? \_\_\_\_\_

Remains valid how many years? \_\_\_\_\_

**Please attach photocopies of any certificates held.**

Do you have a state teacher's or administrator's certificate?  Yes  No What state?

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What kind? \_\_\_\_\_

Remains valid how many years? \_\_\_\_\_

**Please attach photocopies of any certificates held.**

Endorsements	List semester hours in endorsement areas

If you do not hold a certificate, what requirements do you lack? \_\_\_\_\_

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Have you had any Christian philosophy of education courses? \_\_\_\_\_

If so, where and when? \_\_\_\_\_

If not, would you be willing to take such a course by correspondence or otherwise? \_\_\_\_\_

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**Attach a typed copy of your personal Christian philosophy of education and administration, and how you would implement it in our school.**

Have you had other courses that provide specific administrative training for Christian schools?

Give details: \_\_\_\_\_

\_\_\_\_\_

List any professional conferences or seminars that you have led or participated in recently:

\_\_\_\_\_

\_\_\_\_\_

Have you served on a school accreditation team?  Yes  No If yes, please indicate when, where, and for which accreditation organization: \_\_\_\_\_

\_\_\_\_\_

Describe how previous board evaluations have been helpful to you: \_\_\_\_\_

\_\_\_\_\_

#### **D. Personal Philosophy**

On a separate paper, please type your viewpoints on the following questions, providing a one-to-two-paragraph answer for each question.

1. Why do you wish to be an administrator in our Christian school?
2. What are the main characteristics that distinguish a Christian school from a public school?
3. What do you consider to be the proper school atmosphere for learning?
4. What is your viewpoint regarding the acceptability and use of corporal punishment?
5. How would you describe your leadership style?
6. What personal areas do you feel are your strengths? What areas are you working to improve?
7. Please summarize any additional information that you would like to present regarding your candidacy for this position.

**E. Personal References**

Do not list family members or relatives for references. You will also need to sign the attached Authorization to Release Reference Information form and return it with this application.

Give three references who are qualified to speak about your spiritual experience and Christian service. List your current pastor *first*.

Name and complete address	Phone	Position

Give three references who are qualified to speak about your professional training and experience. List your current or most recent principal or supervisor *first*.

Name and complete address	Phone	Position

**F. Applicant's Certification and Agreement**

I understand that Cornerstone Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a

significant omission of fact on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Cornerstone Christian Academy to thoroughly interview the primary references that I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize my former employers and any other references to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, all other references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditional until the school has received the background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

I certify that I have carefully read and do understand the above statements.

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Applicant signature

Date